

# SHARP-SHOOTER

**TAKING AIM TO BETTER SERVE THE CUSTOMER**

Volume 7, Issue 2

April, 2002

## VACATION LEAVE OVERAGE REMINDER

Classified employee leave balances will be reduced to the maximums allowed pursuant to Kansas Administrative Regulation (K.A.R.) 1-9-4 on June 8, 2002.

Unclassified employees that follow Executive Order 98-7 will also have their vacation leave reduced to the maximum on June 8, 2002. This Order adopts certain rules and regulations, including the vacation leave maximums listed in K.A.R. 1-9-4. This article does not apply to unclassified employees who do not follow Ex-

ecutive Order 98-7.

Leave balances are reduced to the maximum according to the following steps: 1) The SHARP system reduces an employee's vacation leave balance by any hours USED during the 05/26/02-06/08/02 pay period; 2) the system reduces the vacation leave to the maximum allowed per the Regulation; 3) the system adds hours accrued to the employee's vacation leave balance. Therefore, the number of hours ACCRUED for the pay period ending 06/08/02

will not be lost.

You may wish to remind your employees now of the vacation leave overage date and that any vacation hours over the maximum as of 06/08/02 will be lost (excluding the hours accrued for the pay period ending 06/08/02).

For more specific information on leave balance maximums and overages refer to the following: Kansas Administrative Regulation 1-9-4: <http://da.state.ks.us/ps/documents/regs/art-9.htm#1-9-4>, Bulletin 99-01 Vacation Leave

Overage: <http://da.state.ks.us/ps/documents/bulletins/9901.htm>, Executive Order 98-7, and Time and Leave Computer Based Training: Maximum Vacation Leave Policy and Schedule (page 20).

If you are unsure if an unclassified employee is covered under Executive Order 98-7 or if you have other questions about the maximum vacation policy, consult with your Human Resources office or your Human Resource Consultant in the Division of Personnel Services.



## SHARP SECURITY CONTACT

Kristine Scott has assumed the role of SHARP Security Administrator for the Division of Personnel Services. All SHARP Security forms should now be sent to Kristine's attention at the Division of

Personnel Services, Room 951-S, Landon State Office Building, Topeka, KS 66612. The security forms and SHARP Security Guidelines have been revised to include Kristine's email and phone number.

The most recent versions of these forms can be found on the SHARP website at <http://da.state.ks.us/sharp/documents/>.

Additionally, Kristine will be able to answer questions about

### *Inside This Issue:*

- **Proposed Vacation Overage Report**

Continued on page 2

## SHARP SECURITY CONTACT continued

SHARP Security access and help with password problems. In the event Kristine can not be reached, you may contact Noble Morrell for assistance at [noble.morrell@state.ks.us](mailto:noble.morrell@state.ks.us). ◆

April  
Showers



Bring  
May  
Flowers

## PROPOSED VACATION OVERAGE REPORT

The Division of Personnel Services (DPS), in conjunction with the Bureau of Department of Administration Services (BDAS), is designing and testing a new agency run report which lists employees whose vacation leave is above the maximum.

The “Vacation Overage” report is being developed to help agencies monitor their employee’s vacation leave balances throughout the year. Employees who are over the maximum vacation balance at the end of the fiscal year forfeit leave that is in excess of the vacation maximum as outlined in Kansas Administrative Regulation 1-9-4 (Vacations) <http://da.state.ks.us/ps/documents/regs/art-9.htm#1-9-4>.

The report will display both classified and unclassified employees whose vacation leave is over the maximum. The report will be sorted by Department ID, then by Employee ID. You can specify, on the parameters panel, which department(s) you want included in the report.

### Fields on the report may include:

Department ID and Description  
Employee ID  
Employee Record Number  
Employee Name  
Classified Indicator (Classified/Unclassified)  
Employee Status (Like Active)  
Service Date  
Accrual Date  
Vacation Balance  
Vacation Maximum (as listed in K. A.R. 1-9-4)  
Vacation Overage Amount

Because the proposed report can be generated anytime SHARP is available, we hope it will help agencies more closely monitor employee vacation leave balances throughout the year to help minimize the number of hours forfeited at the end of the fiscal year.

We will notify users when the report is available once development and testing is complete. At that time, agency technical staff will be instructed how to download the new report. ◆

### SHARP-SHOOTER

is published by the Statewide Human Resource and Payroll Project. This publication is designated to inform state agencies and their users of the status of the SHARP Project.

#### Project Directors

Joe Wishall, Systems Programming  
Bill Cavalieri, Technical Support

#### Sponsors:

Bobbi Mariani, Director DPS  
Dale Brunton, Director A&R

#### Contributors:

Connie Guerrero  
Brent Smith  
Kristine Scott

Comments and articles should be directed to :

Doug Quinn

SHARP Project

Landon State Office Building

900 SW Jackson St.

Suite 751-S

Topeka, KS 66612-1234

(785) 296-4886

Fax (785) 296-1168

Email: [douglas.quinn@state.ks.us](mailto:douglas.quinn@state.ks.us)